



FORESTRY AND FIRE PROTECTION ADMINISTRATOR

Exam Code: 6FS01

Department:	Forestry & Fire Protection
Opening Date:	December 17, 2015
Closing Date:	January 08, 2016
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$6,900.00 to \$8,702.00
Employment Type:	Permanent-Fulltime Limited Term-Fulltime
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental promotional examination for the Department of Forestry and Fire Protection (CAL FIRE).

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **January 8, 2016**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. [Applicants applying under item 4 must provide a copy of their DD214 or other official discharge documents with their Examination/Employment Application (STD. 678)]

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one Department for the same classification, you must select one Department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between Departments in the same manner as provided for State civil service employees.

FILING INSTRUCTIONS

Final Filing Date: **January 8, 2016**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at: [State Application](#). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications will not be accepted via e-mail. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Susan Dobson)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Susan Dobson)
1300 U Street
Sacramento, CA 95818

Applications postmarked or personally delivered after the final filing date, **January 8, 2016**, will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$6,900.00 to \$8,702.00

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **January 8, 2016**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

"EITHER" I

One year of experience in the California state service performing the duties of a Deputy Chief or a Forester III.

"OR" II

Two years of experience in the California State service performing the duties of a Division Chief, California State Fire Marshal's Office; Assistant Chief (Supervisory); Assistant Chief (Nonsupervisory); Forester II (Supervisory); Forester II (Nonsupervisory); and Fire Prevention Officer II.

"OR" III

Experience: Three years of forestry experience which has included responsibility for an extensive administrative area, a major staff activity, or an extensive resource management project. Such experience must have been at least comparable to that of a Deputy Chief or a Forester III in the California State service.

and

Education: Equivalent to graduation from college with specialization in forestry, resource management, or other closely related natural resource field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: APPLICANTS QUALIFYING UNDER PATTERN III ABOVE MUST ATTACH A COPY OF THEIR FOUR-YEAR DEGREE OR A COPY OF THEIR TRANSCRIPTS INDICATING THE DEGREE WAS OBTAINED WITH THE REQUIRED COURSEWORK.

POSITION DESCRIPTION

Under general direction, to assist a Region Chief in planning, organizing, and directing programs of the Department of Forestry and Fire Protection, to serve as Assistant Region Chief, and to act in the absence of the Region Chief; or to have in-charge responsibility at the Fire Academy for administration of statewide training; or, in departmental headquarters, under the general direction of a Deputy Director, to coordinate a complex and difficult statewide program in the area of resource management or fire protection; and to do other related work.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **February/March 2016**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS, AND ABILITIES

Scope:

A. Knowledge of:

1. The Department's organizational structure to work effectively within the organization.
2. Basic mathematic calculations for effective job performance.
3. Personnel procedures to promote an effective workforce.
4. Supervisory roles in promoting equal opportunity of employees to maintain a discrimination and harassment free environment.
5. Personnel policies to ensure the health and wellbeing of employees.
6. Computer software to maintain accurate records, communicate effectively, and contribute to the Department operations.

7. Interagency relationships within Department programs to maintain effective cooperative relationships.
8. Equal Employment Opportunity policies in the workplace to maintain discrimination free work environment.
9. Supervisory and management principles to effectively manage staff.
10. Hiring practices used in the selection and hiring process of personnel to secure an adequate workforce.
11. Writing elements to ensure that written materials are complete, concise, and error free.
12. The Firefighters Bill of Rights, Peace Officer Bill of Rights, pertinent Penal Code Sections, and Government Code Sections to ensure that employee rights are protected in accordance with State law.
13. Basic techniques of team building and leadership skills to promote and enhance the goals of the Department.
14. Various terminology to communicate effectively.
15. State of California policies to ensure sound management practices.
16. The Department's mission, vision, and value statements to carry out the daily activities of the California Department of Forestry and Fire Protection.
17. Emergency incident management systems for proper incident organization and management.
18. Attendance, leave standards, and procedures to accurately maintain personnel records.
19. Mobile communication devices to effectively communicate in emergency and non-emergency situations.
20. Department command, control policies and procedures for all incidents to meet the Department's mission.
21. Bargaining unit agreements to ensure compliance with the terms of the agreements.
22. Basic business office methods, protocols, and procedures.
23. Applicable codes, laws, rules, and regulations to ensure appropriate application in all Department programs.
24. Safe work practices to provide a safe work environment for employees and the public.
25. Defensive driving techniques to safely operate Department vehicles in emergency and non-emergency situations.
26. The organization of State government and the roles of each for effective job performance.
27. Department Intranet to access Department specific information, policies, and forms.
28. Department substance abuse policy to ensure workforce health and safety.
29. Cooperative agreements to ensure effective operation.
30. California's legislative process to analyze and/or propose bills and address budgetary changes.
31. State and Department budgetary processes to ensure appropriate fiscal oversight.
32. Supervisory responsibilities under the Ralph C. Dills Act to ensure successful job performance.
33. Department acquisition procedures to acquire materials and equipment.
34. Department computer programs for personnel reporting to ensure compliance with Department policy.
35. Public relations methods within Department programs to provide effective communication.
36. Emergency operations to mitigate incidents in a safe and effective manner.
37. Direct Protection Areas to adequately mitigate the incident and ensure responsible fiscal management.
38. Department forms for effective job performance.
39. Factors affecting wildland fire behavior for consideration in safe and effective operations.
40. Injury reporting procedures to comply with Federal and State law, State and Department policies and procedures.
41. Criminal and civil law as it pertains to Department legal compliance.
42. Laws and Department policies regarding mandatory training for employees to ensure compliance with applicable laws, rules, and regulations.
43. The care, maintenance, application, and replacement of Personal Protective Equipment to ensure employee safety.
44. Fire suppression principles for various types of fires to safely and effectively mitigate an incident.
45. The Department's safety procedures and programs to ensure personnel safety and compliance with Federal and State law.
46. Modern fire protection organization standards/guidelines and management practices used to guide wildland and structural fire protection, as well as other emergency services.

47. Systems that monitor activities and progress of Department programs and projects to ensure program accountability and consistency.
48. Adverse effects of emergency operations to ensure safe and effective operations.
49. Fire prevention principles and techniques to develop and implement fire prevention programs.
50. Principles, methods, and terminology of resource management for successful job performance.
51. Employee Assistance Program and Employee Support Services to offer as a resource to personnel and/or coworkers.
52. Emergency Command Center operations for efficient control of emergency resources.
53. Research and statistical methodology to support and/or develop Department programs.
54. Firefighting equipment and apparatus capabilities for the efficient and effective management of emergency incidents.
55. Interagency agreements between State agencies to ensure effective operations.
56. The Department's mobile equipment accident reporting policy to ensure appropriate documentation.
57. Instructional techniques, methods, and management of training programs to provide effective leadership and training.
58. Department mobile equipment policies and procedures to ensure compliance and effective operations.
59. The care, maintenance, and replacement of facilities to provide safe and adequate resources for employees.
60. Ryan White Act in the event of an actual and/or potential communicable disease exposure to ensure appropriate policies and procedures are followed according to Department standards.
61. Investigation techniques, methods, and practices to ensure a legal and appropriate outcome.
62. Computer software used for meeting the Department's mission.

B. Skill to:

1. Operate a personal computer in order to accomplish job duties and ensure effective job performance.
2. Communicate in English effectively in order to exchange and/or provide information and/or direction.
3. Produce written correspondence to effectively convey information.
4. Multi-task during emergency and non-emergency situations.
5. Speak to others to effectively convey information.
6. Communicate performance standards and expectations to personnel both orally and in writing.
7. Use communication equipment for effective communication in emergency and non-emergency situations.
8. Interpret various resources.
9. Tactfully and diplomatically handle situations for successful job performance.
10. Lead and be part of a team to effectively communicate and accomplish job duties.
11. Safely operate Department vehicles through adverse.
12. Perform various office clerical activities necessary for the administration of a program or project.
13. Deal with a wide range of catastrophic issues during mitigation of emergencies.
14. Properly utilize Personal Protective Equipment for safe and effective operation and use.

C. Ability to:

1. Exercise sound judgment when making decisions.
2. Manage time effectively, multi-task, and prioritize assignments in order to meet objectives.
3. Prepare clear and concise reports.
4. Adapt to changing situations and circumstances when completing work assignments.
5. Determine and establish priorities for the completion of assignments.
6. Communicate effectively in English at a level required for successful job performance.
7. Identify problems and develop solutions to ensure appropriate action is taken.
8. Maintain accurate records.
9. Extract specific details from complex information during oral communication.
10. Supervise operations for successful job performance.
11. Work independently to facilitate the mission of the Department.

12. Use computer software to complete reports and presentations, create documents, conduct research, and communicate appropriately with others.
13. Listen effectively to complete job related tasks.
14. Communicate effectively to ensure correct and clear information is conveyed and understood.
15. Effectively coordinate the work of others to meet goals and objectives in a timely manner.
16. Oversee the implementation of new and/or revised programs to ensure effectiveness.
17. Establish and maintain cooperative relationships with Department employees and the public to meet the mission of the Department.
18. Analyze details from several sources to develop an appropriate conclusion.
19. Make long range planning decisions based on gathered facts.
20. Accurately follow directions from others.
21. Demonstrate leadership under stressful conditions in both emergency and non-emergency situations to ensure safe and effective operations.
22. Work as a member of a team to reach a common goal and/or objective.
23. Participate in and assist with various projects to meet Department goals.
24. Effectively plan programs, projects, and emergency operations for successful job performance.
25. Explain complicated information and issues in simple, straightforward, understandable language.
26. Effectively implement programs, projects, and emergency operations for successful job performance.
27. Develop program plans and standards to further the Department's mission and goals.
28. Be responsive to the public.
29. Effectively maintain a work environment which is free of discrimination and harassment.
30. Prepare reports and records to ensure accuracy.
31. Maintain reports and records to ensure accuracy.
32. Apply principles and methods of effective supervision to provide guidance and direction for successful job performance.
33. Resolve personnel issues at the lowest possible level.
34. Effectively promote equal opportunity employment to maintain a compliant and fair work environment.
35. Apply statutes and regulations for effective job performance.
36. Hear sufficiently to perform the duties of the position.
37. Develop and implement action plans based on strategic analysis.
38. Use mobile communication devices to effectively communicate in emergency and non-emergency situations.
39. Instruct others.
40. Operate a variety of electronic equipment to accomplish job duties and ensure effective job performance.
41. Interpret applicable codes, laws, rules, and regulations for application in all Department programs and activities.
42. Make public presentations as a Department representative.
43. Perform mathematical calculations to prepare various reports and logs.
44. Recognize sensitive situations to maintain confidentiality.
45. Safely operate Department vehicles through adverse conditions.
46. Maintain the appropriate valid license(s) for effective job performance.
47. Prepare disciplinary actions to properly document employee performance.
48. Fulfill supervisory responsibilities under the Ralph C. Dills Act to ensure successful job performance.
49. Determine operational resources for appropriate use and effectiveness.
50. Perform advanced mathematic calculations to prepare various reports and logs.
51. Perform at a command level during emergencies for successful incident mitigation.

VETERANS PREFERENCE

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

PERSONAL CHARACTERISTICS

Willingness to lead others; to accept increasing responsibility; to mentor and train others; to follow chain of command to ensure effective operation; to work independently to facilitate the mission of the Department; to respect sensitive situations and maintain confidentiality to meet the needs of the Department; to comply with the Departments code of conduct; to respond to incidents at any time to meet the needs of the Department; to perform other duties when required; to manage, direct, and supervise others to ensure effective operation; to abide by the Department's policies and procedures; to be objective when making decisions to meet the needs of the Department; to work as a member of a team to reach a common goal and/or objective; to make safe and effective decisions in the performance of the job; to work on a computer for an extended period of time to complete various tasks and assignments; to travel long distances during emergency and non-emergency assignments; to establish and maintain cooperative relationships with Department employees and the public; to remain calm when confronted by the public; to redirect efforts based on compelling management direction; to be away from family for an extended period of time; to promote and implement policy and actions; to cooperate with others to complete a common goal and/or objective; to mitigate mentally and emotionally stressful situations to meet the needs of the Department; to inspect and approve the work of others; to maintain personal appearance in accordance with the Department Grooming Standards; to assess situations and make immediate decisions under emergency conditions; to respond to work communication while off duty; to work long, irregular hours to ensure proper coverage; to participate in training sessions to increase technical, administrative, and manipulative skills; to properly utilize Personal Protective Equipment for safe and effective operation and use; to follow and enforce forest fire laws and fire codes; to work with and/or around inmates/wards.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated administrative ability; willingness to accept increasing responsibility; willingness to work long and irregular hours, to work in remote parts of the State, and to work on Sundays and holidays; willingness during the fire season to remain on duty as necessary or as emergency circumstances require; neat personal appearance; and hearing sufficient to perform the duties of the position.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/1031.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.